

Cobb County Vehicle/Equipment Fueling Policy Statement

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This Vehicle/Equipment Fueling Policy has been adopted as an official Cobb County policy and requires strict adherence by all users. Employees who abuse this policy by any method will be subject to discipline, which could include the termination of employment.

Individual Cobb County Departments may have additional policies regarding the fueling of vehicles and/or equipment. These additional departmental fueling policies are considered to be secondary to the County policy set forth in this document; however employees must adhere to both policies.

General Policies:

- The use of County fuel for personal use, including vehicles, equipment, fuel containers or tanks is strictly prohibited.
- Employees who drive County vehicles are required to complete a Defensive Driving class every two years.
- Employees who have need of both diesel fuel and gasoline (for maintenance purposes) shall be issued two fuel keys, which are different in color. The employees who are issued two keys shall be held responsible for making sure that the right type of fuel is put into the vehicle or equipment in their charge.
- At no time shall an inmate be allowed to utilize the fueling facilities.
- Oil, fluids, antifreeze, and tire pressure shall be checked by the employee each time a vehicle is fueled.
- Only vehicles authorized by the County shall be allowed in fueling facilities. Personal vehicles are not allowed.
- If replacement fuel keys are required, the cost will be charged to the department requesting the key.
- Supervisor keys (override keys) will be issued to selected personnel if approved by the Department Head or Elected Official.

Fueling of Vehicles:

- Only authorized Cobb County employees may fuel the vehicles that have been assigned to them.
- Fueling keys are assigned to specific vehicles, and may only be used to fill that vehicle.
- It is strictly prohibited for an employee to use their authorization code to fuel another employee's County vehicle.
- Accurate odometer readings will be entered at the time of fueling. Falsified odometer readings will subject the employee to discipline.

Fueling of Equipment, Fuel Containers or Tanks:

- Only authorized Cobb County employees may fuel the equipment, fuel containers, or tanks that have been assigned to them.
- It is strictly prohibited for an employee to use their authorization code to fuel another employee's County equipment, fuel containers or tanks.

Safety Policies:

- The engine must not be left running during the fueling operation.
- Unattended vehicles shall not be left idling at any time (except for emergency public safety vehicles).
- Fuel is to be used for vehicle or equipment operation only; and is not to be used for any other purpose, such as a cleaning solvent.

I have read and fully understand this Cobb County Fueling Policy Statement and I agree to abide by the regulations herein. I further understand that my failure to abide by these regulations and/or to abuse this policy in any way, are grounds for discipline, which may include the termination of my employment.

Employee's printed name

Badge I.D. #

Employee's signature

Date

11-21-06

Department Number

Unit Number



COBB COUNTY FLEET MANAGEMENT

A Division of Purchasing

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Terry Fulton
Manager

From: Terry Fulton *Terry Fulton*

Date: January 19, 2007

Subject: Fleet Management Standard Operating Procedure - 2007 - 05
Vehicle Idling

Reference: (1) Cobb County Vehicle and Equipment Policy, Chapter II

Purpose: The purpose of this Standard Operating Procedure is to define the procedures for conforming to the fuel conservation requirements specified in the county's vehicle policy and to avoid as much as possible the accumulation of vehicle exhaust gases in the shops.

Scope: Compliance with the direction described in this Standard Operating Procedure applies to all Fleet technicians. Directives apply regardless of the time of year.

Responsibilities:

1. **Fleet Manager:** The Fleet Manager has overall responsibility for establishing and implementing a policy requiring each technician to limit vehicle idling as much as possible in compliance with the county vehicle policy and air quality standards.
2. **Fleet Shop Supervisors:** Fleet Shop Supervisors will ensure that technicians assigned to their respective shops strictly adhere to the procedures specified in this policy.
3. **Fleet Service Writers:** Fleet Service Writers will ensure that vehicles are not permitted to idle excessively or when not necessary for performing a maintenance function.
4. **Automotive/Truck/Equipment Technicians:** All technicians will limit the amount of vehicle idling to the absolute minimum. Whenever there is an alternative to idling (ie; test set, battery charger, etc.) it must be used.

Procedures:

1. Vehicle Maintenance.

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- a. Vehicles brought to fleet for maintenance will not be allowed to idle unless a specific maintenance procedure requires it. Even this will be held to the absolute minimum.
- b. If a vehicle need the fluids to be brought up to normal operating temperature, technicians will do this on either a performance test drive or idle the vehicle outside the shop building.
- c. Anytime a vehicle is left idling inside a shop building a technician must be present with the vehicle and the purpose of the idling must be for performing a maintenance check.
- d. Fluid leak checks will be performed quickly and the vehicle turned off as soon as possible. These checks should not exceed five (5) minutes.
- e. Vehicles will not be idled to charge batteries. Before battery charging is started a reading of the available charge must be taken and recorded on the work order, and battery charging will normally be done using the battery charger test equipment. If a battery charge is not available the technician is to notify the shop supervisor immediately.
- f. Vehicles with exhaust system leaks are not permitted to idle inside the shop facility.
- g. Technicians are responsible for amount of idling on each vehicle they are assigned, whether present or not (ie; they go on break, to the parts room, etc.).
- h. Technicians will use support or test equipment whenever possible to avoid idling.

2. Exceptions to idling policy:

- a. Vehicles with PTO drives that are powered by the transmission may idle as necessary to provide PTO output.
- b. Vehicles with air brakes / air tanks that require extra time to build up air pressure may be idled as necessary to maintain vehicles operating pressures.
- c. Vehicles requiring longer periods of idle time for troubleshooting. In these situations the technician shall notify the Service Writer of the need and document the amount of time the vehicle was idled on the assigned work order. If the vehicle / equipment is a field repair, it is the technician's responsibility to use good judgment in the amount of time he allows the unit to idle and then to document the time on the assigned work order.

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3. Shop Safety:

- a. Fleet Manager will pursue installation of a "state of the art" vehicle exhaust system and ensure it is properly maintained and used.
- b. Shop supervisors will ensure all of their employees are trained to recognize the signs of illness caused by vehicle exhaust gases and carbon monoxide poisoning. This training will be documented and must be held annually.
- c. Shop supervisors and Service Writers while monitoring the actions on the shop floor will ensure that vehicles are not idled excessively and that proper ventilation is available where vehicles are idling.
- d. Technicians will notify a supervisor or service writer immediately whenever they feel a situation exists where vehicle exhaust gases may cause sickness or be life threatening.
- e. Technicians will use an exhaust ventilation system, fans, open doorways, or whatever is available to clear exhaust fumes that have accumulated in the shop area.

Supersedes: None.

Review - This standard operating procedure will be reviewed annually on its anniversary date or as required. Reviewing responsibility is assigned to:
Automotive/Light Truck Shop Supervisor

Cc: Virgil Moon
Rick Brun
All Fleet Employees
Fleet Division Policy Manuals
File